

MINUTES
STATE BOARD OF EDUCATION
SPECIAL MEETING

Constitution Hall
Glenn Allen Conference Room
1st floor, North Tower
525 West Allegan
Lansing, Michigan 48913

October 1, 2014
2:30 p.m.

Present: Mr. John C. Austin, President
Dr. Casandra E. Ulbrich, Vice President (via telephone)
Dr. Richard Zeile, Treasurer
Ms. Michelle Fecteau, NASBE Delegate (via telephone)
Mrs. Kathleen N. Straus (via telephone)
Mrs. Eileen Weiser

Also Present: Ms. Marilyn Schneider; State Board Executive; Michigan
Department of Education
Mr. Jeff Brownlee; Chief Procurement Officer; Michigan
Department of Technology, Management and Budget
Ms. Heather Calahan; Proposal Manager; Michigan
Department of Technology, Management and Budget

Special Meeting

- I. Call to Order – 2:35 p.m.
- II. Approval of Agenda and Order of Priority

Mrs. Weiser moved, seconded by Dr. Zeile, that the State Board of Education approve the agenda and order of priority.

The vote was taken on the motion.

Ayes: Austin, Fecteau, Ulbrich, Weiser, Zeile

The motion carried.

- III. Discussion Regarding Review of Search Firm Candidates

Mr. Austin led the discussion regarding the review of search firm candidates.

Mrs. Straus joined the meeting by telephone at 2:45 p.m.

There was discussion regarding scope of service and evaluation criteria for the request for proposal for hiring a search firm to assist the Board in its search for a State Superintendent.

Mrs. Weiser moved, seconded by Dr. Ulbrich, that the State Board of Education approve Superintendent Search Firm Qualifications Solicitation.

The vote was taken on the motion.

Ayes: Austin, Fecteau, Straus, Ulbrich, Weiser, Zeile

The motion carried.

Superintendent Search Firm Qualifications Solicitation is attached as Exhibit A.

IV. Public Participation

There were no comments during public participation.

V. Adjournment – 3:30 p.m.

Respectfully submitted,

Dan Varner
Secretary

Superintendent Search Firm Qualifications Solicitation

Ideas for Scope of Service

- Support the State Board of Education in executing successful search for state superintendent over a six month (October 2014 – April 2015) period
- Based on State Board Approved Job Description and Criteria develops full solicitation package for state and national distribution
- Develops and manages a solicitation and distribution plan, including outreach to individuals and networks to identify and encourage high-quality candidates
- Manages inquiries and communication regarding the process
- Past Deadline for submission: Conducts Review of applicant pool and advises SBE on whether pool contains a number of well-qualified applicants, or whether search should remain open
- Facilitates Board in assessing candidates against criteria, makes recommendations for narrowing pool
- Conducts due diligence, reference and non-reference information gathering on applicants of interest
- Assists Board in process of identifying finalists, additional due diligence, information gathering, interview and final decision-making process.

Ideas for evaluating candidates

- History – record of successful execution of state superintendent search processes or other significant educational leadership positions
- Evidence of successful work and client satisfaction supporting an education board in conducting similar searches
- Knowledge of Michigan and national education leadership networks to engage in soliciting candidates
- Demonstrated ability to support all aspects of the scope of services
- Pricing Model
- Understanding Michigan's educational context, governance, structure and policy environment